



YALI Network

Mentor Meeting Tool

A meeting with your mentor isn't just a time to chat. Preparation makes a meeting more worthwhile for both mentor and mentee. **Make the most of your time together by completing the below prompts.**

Goals

What are the short- and long-term goals your mentor might be able to help you with?

1. _____
2. _____
3. _____
4. _____

Specific Ask

With the above in mind, prioritize what you would like from your mentor *during this meeting*. Don't try to cover too much at once—devote time to your most pressing items. Be sure to let your mentor know the meeting topic in advance, so he or she can prepare insightful answers.

I am looking to:

- ☐ Get feedback (on what?) _____
- ☐ Learn about my mentor's experiences (related to what?) _____
- ☐ Get recommended resources (about what?) _____
- ☐ Share progress (on what?) _____
- ☐ Other _____

I would like to cover the following specific questions or topics:

1. _____
2. _____

Advance Reading

Is there anything your mentor should look at in advance of the meeting? For example, if you are looking for feedback on a business plan, you will get better feedback if your mentor has an opportunity to read the document well in advance.

- ☐ I don't have anything to share in advance
- ☐ I should share _____ in advance

Length of Meeting

How much time should you ask for? Think about what you want to accomplish during the meeting, as well as any other commitments (work, family) your mentor might have.

- ☐ Fifteen (15) minutes
- ☐ Thirty (30) minutes
- ☐ One (1) hour
- ☐ Other: _____

Time and Place of Meeting

Meeting logistics should be decided in conjunction with your mentor, however it is a good idea to suggest specific times and meeting locations when you reach out. In terms of locations, don't forget about phone calls or online video chats—your mentor doesn't necessarily need to be nearby!

Appropriate timing:

- | | |
|----------------------------------|------------------------------------|
| <input type="checkbox"/> Workday | <input type="checkbox"/> Afternoon |
| <input type="checkbox"/> Weekend | <input type="checkbox"/> Evening |
| <input type="checkbox"/> Morning | |

Potential meeting locations:

1. _____
2. _____
3. _____

Potential dates and times:

1. _____
2. _____
3. _____

Benefit to the Mentor

The expectation is that the mentor will provide most of the guidance and feedback to the mentee. However, it is important to consider what the mentor is getting out of the relationship—how can you also become valuable to him or her?

Describe how you can provide value to your mentor: _____

After the Meeting

Most mentors gladly take time to support their mentees because they want to pass on their expertise and make a positive difference. That being said, serving as a mentor requires time and dedication—so be sure to thank them! Whether in an email or a written note, it is important to express your appreciation for your mentor's support. Be sure also to follow up about any agreed upon next steps, and to set up the time of your next meeting.